



**United States
Department of
Agriculture**

May 9, 2002

Natural
Resources
Conservation
Service

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OREGON BULLETIN NO.

SUBJECT: EEO Complaint Process

Purpose: To inform all employees about the Equal Employment Opportunity (EEO) Discrimination Complaint Process.

Expiration Date: May 9, 2003

Who May File a Complaint? Any USDA/NRCS employee or applicant who believes that he or she has been discriminated against in an employment matter because of race, color, religion, sex (including sexual harassment), national origin, age (40 and above), and/or mental disability, marital or familial status, or sexual orientation must contact an EEO Counselor within 45 calendar days of the date of the alleged discriminatory action or the effective date of a personnel action, to try to resolve the matter.

Anyone who believes that he or she has been or is being harassed because of the filing of an EEO complaint or participation in the EEO complaint process may file a complaint of "reprisal" with an EEO Counselor within 45 calendar days of the alleged action.

How Do You Contact an EEO Counselor? Call the USDA/NRCS Office of Civil Rights at (301)504-2181 and ask to speak with an EEO Counselor. This number also appears on the EEO Counseling posters posted in all offices. *If your office does not have an EEO Counseling poster with this phone number, contact Gina Kerzman at 541-278-8049 x 103.*

What Happens Next? The EEO Counselor has 30 calendar days to look into the matter to attempt to resolve it, or you may request mediation to attempt to resolve it. If resolution is not possible, you will be given notice of your right to file a formal complaint.

Only allegations presented for EEO counseling will be considered for investigation at the formal stage. All persons must use this process before proceeding to the formal complaint stage. Persons who wish to file a complaint under the Age Discrimination in Employment Act and /or the Equal Pay Act may bypass this process and file a civil action in U.S. District Court.

More information on EEO discrimination is available on the web at www.nrcs.usda.gov. Click on "civil rights" at the bottom of the home page.

BOB GRAHAM
State Conservationist

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